



# CITY OF PITTSBURGH

## *Open Records Office*

*Luke Ravenstahl, Mayor*

*Benjamin I Smith, Open Records Officer*

February 21, 2013

Matthew Potechko  
DEPT MR 1474  
PO Box 55819  
Boston, MA 02205-5819

**RE: Right to Know Request – No. 2013-1-62**

Dear Mr. Potechko:

On February 18, 2013, the City of Pittsburgh Open Records Office received your written request for records pursuant to the Pennsylvania Right to Know Law (RTKL), 65 P.S. §67.101 et seq. Your specific request for records is as follows:

- “1. any requests for proposals, proposals submitted by vendors, contracts, budgets or cost allocations for the purchase and/or use of aerial drones, UAs, UAVs, and UASs (hereinafter “drones”);
2. any policies, guidelines, manuals and/or instructions on department use of drones, including on the legal process required (such as a warrant or court order), if any, before operating a drone;
3. any departmental records concerning this department’s use of drones now or plans to use drones in the future including:
  - a. the types of investigations or instances in which this department is using or plans to use drones, or how it plans to support, manage or oversee the usage of drones by another department or office;
  - b. policies, guidelines, manuals and/or instructions on storage requirements or procedures for video or static images obtained through use of drones, including retention times;
  - c. the altitude at which drones can or do fly;
  - d. drones’ ability to carry weapons.”

The RTKL requires that the City provide an initial response within five business days of the request, or in this case, on or before February 25, 2013. The RTKL permits the City to take up to an additional thirty (30) days to provide a final response where the nature or extent of the request precludes an answer within the original time period (e.g. documents are not easily retrievable within 5 business days) and/or where legal review is needed to determine whether the record is subject to access under the Act. See 65 P.S. §§67.902(a)(4) & 67.902(a)(7).

Additionally, the City is obligated to redact any non-public information from public records pursuant to any exceptions set forth in the RTKL. See 65 P.S. §67.706. Please expect our final answer within thirty (30) days of the date of this letter. Thank you for your patience in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Ben Smith", with a long horizontal flourish extending to the right.

Benjamin Smith  
Open Records Officer